



**CITY OF NEW ORLEANS  
BOARD OF ZONING ADJUSTMENTS**

## Variance Application Information Sheet

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**Please set up a pre-filing meeting with the BZA staff before submitting your final application. Contact the City Planning Commission office at 658-7033 to arrange such meeting with staff before the application deadline.**

### **Documents Required for Variance Application**

	ITEMS NEEDED	ADDITIONAL INFORMATION
<input type="checkbox"/>	1. Completed variance application	Pages 3, 4, and 9
<input type="checkbox"/>	2. Sanborn map and zoning base map	City Planning Commission
<input type="checkbox"/>	3. Block plat or square map	Real Estate and Records 5th floor of City Hall, Room 5W06 Close at 2:00 p.m.
<input type="checkbox"/>	4. Current survey	Attached to your Act of Sale Notarial Archives 5th floor of Amoco Building
<input type="checkbox"/>	5. Site plans, floor plans, and elevations	Drawn to scale, showing setbacks and parking for each structure
<input type="checkbox"/>	6. Letter to the Board	Explain the request and reasons based on hardship for the variance (see page 2)
<input type="checkbox"/>	7. Photographs of the site	
<input type="checkbox"/>	8. Names and addresses of adjacent property owners	See page 6 Assessor's Office 4th floor of City Hall, Room 4E02
<input type="checkbox"/>	9. Fee	See below

- 🍀 All items must be submitted on 8.5" x 11" or 11" x 17" paper.
- 🍀 Incomplete applications **WILL NOT** be accepted.
- 🍀 All materials must be submitted at one time with the appropriate variance application fee.

### **Fees**

***Make checks payable to: CITY OF NEW ORLEANS***

Single- and two-family residential projects.....	\$150.00
Three or more unit residential projects .....	\$250.00
Commercial projects .....	\$250.00
Rehearing fee .....	Same as original fee



# CITY OF NEW ORLEANS BOARD OF ZONING ADJUSTMENTS

## **Composition of the Board and the Variance Process**

The Board of Zoning Adjustments consists of seven citizen members appointed by the Mayor and approved by the City Council. The City Charter grants the Board the power to permit exceptions to or variations from the City's zoning regulations in accordance with the principles, conditions, and procedures set forth in Article 14 of the City's Comprehensive Zoning Ordinance.

All requests for variances are considered by the Board at a regular monthly meeting, at which the applicant or his/her representative must be in attendance to present the request and answer any questions of the Board. Regular meetings of the Board are held at 10:00 a.m. on the second Monday of each month in the City Council Chamber, which is located in Room 1E07 of City Hall. Any other interested party may speak in support of or in opposition to any variance request at the public hearing. After considering the testimony of all parties and the recommendation of the staff of the City Planning Commission, which is the City agency to which the Board is attached, the Board shall either approve, deny (with or without prejudice), or defer the variance request. An annual calendar of hearing dates and deadlines is attached to this document.

## **Standards for Variances**

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### **Article 14, Section 14.6 Variances of the Comprehensive Zoning Ordinance**

#### ***14.6.1. Purpose and Intent***

The purpose of the variance procedure is to afford an applicant relief from the requirements of the letter of the New Orleans Comprehensive Zoning Ordinance when unnecessary hardship or practical difficulty exists. The Board of Zoning Adjustments shall authorize variances in harmony with the general purpose and intent of this Ordinance and in accordance with the standards hereafter prescribed.

#### ***14.6.4. Standards for Variances***

1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district.
2. Literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
3. The special conditions and circumstances do not result from the actions of the applicant or any other person who may have or had interest in the property.
4. Granting the variance requested will not confer on the applicant any special privilege which is denied by this Ordinance to other lands, structures, or buildings in the same district or similarly situated.
5. The variance, if granted, will not alter the essential character of the locality.
6. Strict adherence to the regulation for the property would result in a demonstrable hardship upon the owner, as distinguished from mere inconvenience.
7. The purpose of the variance is not based exclusively upon a desire to serve the convenience or profit of the property owner or other interested party(s).
8. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
9. The proposed variance will not impair an adequate supply of light and air to adjacent property, or increase substantially the congestion in the public street, or increase the danger of fire, or endanger the public safety.



**CITY OF NEW ORLEANS**  
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**Variance Application**

STAFF ONLY

DOCKET # \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

FILING DATE \_\_\_\_\_

**A. APPLICANT INFORMATION**

PROPERTY OWNER NAME: \_\_\_\_\_ HOME PHONE: (    ) \_\_\_\_ - \_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CELL PHONE: (    ) \_\_\_\_ - \_\_\_\_  
\_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
ADDRESS OF PROPERTY FOR WHICH VARIANCE OR SPECIAL EXCEPTION IS SOUGHT:  
\_\_\_\_\_ NEW ORLEANS, LA \_\_\_\_\_

**B. REQUEST**

In accordance with the provisions of Article 14, Section 14.8 of the New Orleans Comprehensive Zoning Ordinance, this application for a variance or special exception is being made to the Board of Zoning Adjustments for a waiver of the following requirements, more specifically described as follows:

ARTICLE & SECTION:	REQUIRED:	PROVIDED:	WAIVER AMOUNT:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FURTHER EXPLANATION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. ADDITIONAL INFORMATION – OBTAIN FROM SURVEY, ZONING MAPS, AND ASSESSOR**

SQUARE NUMBER: \_\_\_\_\_ LOT NUMBER(S): \_\_\_\_\_  
BOUNDING  
STREETS: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, AND \_\_\_\_\_  
ZONING: \_\_\_\_\_ ZONING BASE MAP: \_\_\_\_\_  
TAX BILL NUMBER: \_\_\_\_\_ PLANNING DISTRICT: \_\_\_\_\_

**D. APPLICANT OR AGENT (IF DIFFERENT FROM PROPERTY OWNER)**

NAME: \_\_\_\_\_ HOME PHONE: (    ) \_\_\_\_ - \_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CELL PHONE: (    ) \_\_\_\_ - \_\_\_\_  
\_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_



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## Supplemental Information

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Please enter below as many applicable characteristics of your proposed project. Refer to the Buildable Area Diagram on page 10 for a graphic explanation of certain terms.

### A. LOT CHARACTERISTICS

Lot width	_____
Lot depth	_____
Lot area	_____
Front yard setback	_____
Side yard # 1 setback	_____
Side yard # 2 setback	_____
Corner lot front yard setback	_____
Corner lot side yard setback	_____
Rear yard setback	_____

### B. MAIN BUILDING CHARACTERISTICS

Height	_____
Floor area	_____
Floor area ratio (Floor area divided by lot area)	_____
Open space	_____
Number of dwelling units	_____
Percent of front yard paved	_____
Existing use	_____
Proposed use	_____

### C. ACCESSORY STRUCTURE(S)

Use	_____
Height	_____
Setback from interior side lot line	_____
Setback from front lot line	_____
Setback from rear lot line	_____
Floor area	_____

### D. PARKING

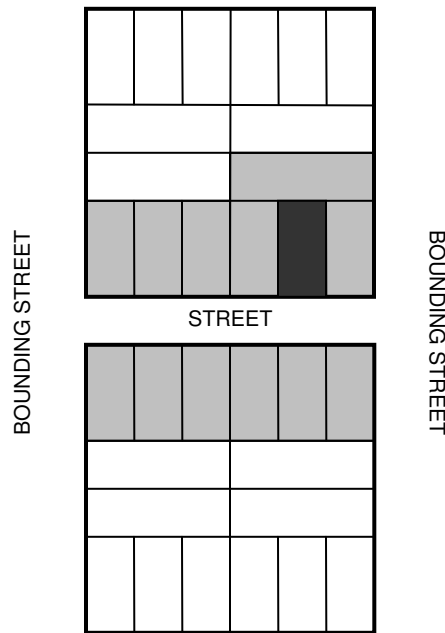
Number of off-street parking spaces	_____
Number of handicapped spaces	_____



# CITY OF NEW ORLEANS BOARD OF ZONING ADJUSTMENTS

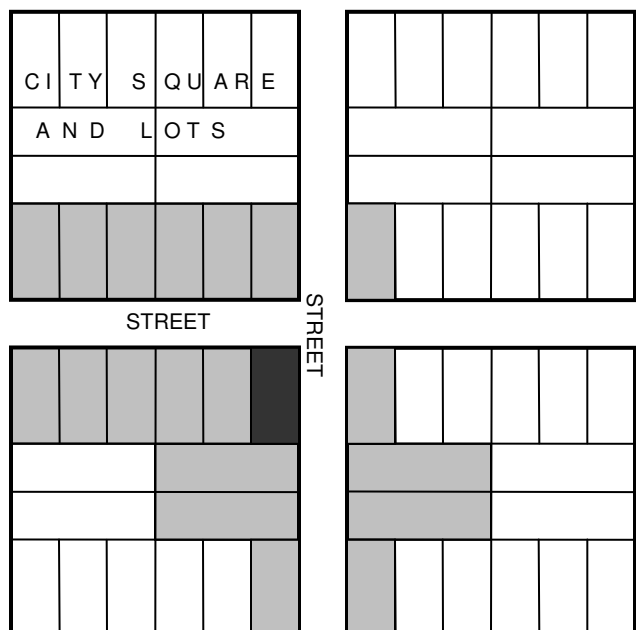
## Adjacent Property Owner Diagram

The diagrams below illustrate which property owners must be notified of your variance or special exception request(s). Select the category of your property from the two options below and provide the appropriate property owner contact information on the following sheets.



### INTERIOR LOT

If your property (indicated in black) is located in the interior of the block, provide addresses for owners of all properties abutting your property and on both sides of the street (indicated in grey).



### CORNER LOT

If your property (indicated in black) is located on a corner, provide addresses for owners of all property abutting your property and on both sides of both intersecting streets, as well as the property on the corner diagonal from your property (indicated in grey).



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**Adjacent Property Owners**

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Please obtain the names and addresses of the property owners indicated on page 5. To ensure that adjacent property owners and interested parties are properly notified as prescribed by Article 14, Section 14.9 of the Comprehensive Zoning Ordinance, this information must be obtained from the Assessor's Office (City Hall Room 4W05). Copy and insert additional pages as necessary.

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Municipal Address: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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Municipal Address: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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Municipal Address: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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**BOARD OF ZONING ADJUSTMENTS**

**Adjacent Property Owners**

Please obtain the names and addresses of the property owners indicated on page V5. To ensure that adjacent property owners and interested parties are properly notified as prescribed by Article 14, Section 14.9 of the Comprehensive Zoning Ordinance, this information must be obtained from the Assessor's Office (City Hall Room 4W05). Copy and insert additional pages as necessary.

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Municipal Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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Municipal Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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Property Owner's Name: \_\_\_\_\_

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**Adjacent Property Owners**

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Municipal Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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Municipal Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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## Acknowledgements and Ownership

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Article 14, Section 14.9. Notice and Public Hearing.

For all matters within the Board's jurisdiction, as set forth in this Article 14, the Board shall cause a public hearing to be scheduled and shall decide the matter following such public hearing. The Board of Zoning Adjustments shall give public notice of the date, time, and place of hearings in the manner prescribed in Section 16.9.2(1), as well as personal notice to the interested parties no later than five (5) days preceding the hearing date, in accordance with Section 16.9.2(4). Such hearing shall be held within forty-five (45) days following the receipt of the application in correct form, and a decision on the disposition of the matter shall be given within a period of forty-five (45) days following the hearing date. At the hearing, any party may appear in person, by agent or by attorney. Notice of the decision shall be provided as in Section 16.9.2(3).

Article 14, Section 14.11. Appeal to Courts.

Any person or persons, or any officer, department, commission, board, bureau, or any other agency of the City of New Orleans jointly or singularly aggrieved by any decision of the Board of Zoning Adjustments may present to the Civil District Court of the Parish of Orleans, within thirty (30) days after filing of the decision in the office of the Board, a writ of certiorari asking for such relief and under such rules and regulations as are provided for such matters in appropriate legislation of the State of Louisiana.

I (we) hereby affirm that ownership and property information presented on this application is current and accurate and, further, that the undersigned meet the requirements of Article 14, Section 14.9 of the Comprehensive Zoning Ordinance to submit this application. I (we) acknowledge that inaccurate or incomplete ownership, improper authorization, or property identification will make this application and resulting actions null and void. I (we) the undersigned owner or authorized agent of the area of land described above, hereby submit for your approval the above stated request.

\_\_\_\_\_  
Owner/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Agent

\_\_\_\_\_  
Date



# CITY OF NEW ORLEANS BOARD OF ZONING ADJUSTMENTS

## Buildable Area Diagram

The diagram below illustrates the buildable area of a hypothetical lot. This diagram is for reference only. Setbacks and other requirements vary from district to district. The requirements for your project will depend on the requirements of the zoning district in which the property is located.

